COUNTY OF ERIE
POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: OCTOBER 2, 2015 **CLOSING DATE: OCTOBER 16, 2015**

TITLE: ACCOUNT CLERK II **GRADE: 113**

DEPARTMENT: FINANCE/ASSESSMENT **BARGAINING UNIT: AFSCME/CT**

ENTRY RATE: $11.40/HR $22,230/YR **HOURS PER WEEK: 37.5**

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school diploma or equivalent, with a minimum of two years bookkeeping or accounting experience of an equivalent combination of related training and experience; or completion of 60 credit hours of study in bookkeeping/accounting beyond high school. One year of Integrated Assessment System/Computer Assisted Mass Appraisal (IAS/Cama) Software Experience. Ability to type 40 words per minute with accuracy and ability to operate a calculator with accuracy and speed. Knowledge of computer software such as Windows, Excel, and Word plus various current office software programs is required.

DUTIES & RESPONSIBILITIES:

Prepares narrative/statistical reports. For these narratives/statistical reports, develops formats when prepared formats are not available. Records, reviews, processes, and enters data in the Integrated Assessment System (IAS4) computer program. Maintains millage maintenance and permit summary reports. This work requires competency in using computer programs such as Excel, Windows, and Word and assessment office related software. Performs related duties as required. The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE AND SKILLS:

Thorough knowledge of bookkeeping principles and practices. Knowledge of accounting principles and methods. Ability to work accurately and rapidly with figures. Ability to apply and adapt established methods to financial transactions. Ability to operate a calculator with accuracy and speed. Knowledge and skill to use current office computer programs. Possess strong computer skills to work in this position. Must possess strong written and oral communication skills to work with the public.

DEFINITION OF CLASS:

Under general supervision compiles, tabulates, and posts accounting and related clerical or statistical data of an advanced or difficult nature; prepares difficult accounting and financial statements and ledgers; and does related work as required. Performs a wide variety of duties ranging from routine to complex.